

# ***SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES***

## ***Eligibility Referral Supervisor 1 - WFD***

### **Benefits to joining our team:**

- Starting rate \$22.21 to \$29.67
- Full-time employment
- Impressive benefit package: health, vision, dental, life insurance, public retirement
- 13 paid holidays
- Paid personal days after one year
- Employee Assistance and Wellness Programs
- Vacation after one year
- Paid Sick Leave
- Flexible Schedule
- Leadership and Personal Growth Opportunities

### **Position Overview:**

Reviews action of caseworkers to maintain compliance with ODJFS, USDA and agency regulations. Implements agency personnel policies. a) conducts group and individual staff meetings, b) conducts evaluations, c) implements first-line disciplinary action, if necessary, d) monitors and assigns workload, e) reviews work of subordinates, f) provides on-the-job training for employees, g) participates in the process of hiring new staff. Independently handles and/or monitors staff in case management of difficult cases and in caseworker absence. The Supervisor in this role has the authority to recommend and/or implement agency personnel policies which include but are not limited to assign, reward, or discipline, resolve grievances, responsibly direct, and monitor employees. Supervises eligibility staff which determines initial and ongoing eligibility for public assistance and workforce programs. Oversees one-stop center scheduling and activities. Coordinates agency services with community agency regarding employment of applicants, etc. Acts as agency liaison with court and attorneys. Attends meetings to enhance delivery of services. Participates in State Hearings. Assists with formulating and evaluating policy for programs. Administratively responsible for preparation of appropriate reports and records. Is administratively responsible for preparation of records and reports as required by ODJFS, USDA, and agency policy. Provides guidance on state approved computer system.

### **Minimum Qualifications:**

Bachelor's degree or minimum equivalent to 3 years' experience as Eligibility Worker 3. Previous supervisory experience preferred. You must be able to pass a criminal background check, employment verification, and reference check. You must have a clean driving record and a valid Driver's License.

**All applicants must submit completed county application to be considered for employment.** Resumes may be attached but will not be considered without application. Applications can be found at: <http://www.sandusky-county.com/index.php?page=links>.

**Sandusky County Department of Job and Family Services is an Equal Opportunity Employer**